



TEXAS DEPARTMENT OF HEALTH  
AUSTIN TEXAS  
INTER-OFFICE

**TO:** Regional Directors  
Directors, Local Health Departments  
Directors, Independent WIC Local Agencies  
Chief, Bureau of Regional/Local Health Operations

**FROM:** Mike Montgomery, Chief **[ORIGINAL SIGNED]**  
Bureau of Nutrition Services

**DATE:** January 18, 2002

**SUBJECT:** Shipping Delays

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The state contract for freight delivery has been awarded to a new vendor. Since the new vendor subcontracts most of the shipments across the state with other couriers we are experiencing longer delivery times. Therefore, we urge you to keep this in mind when ordering inventory and allow a two (2) week window from the time an order is placed for the shipment to be received by your agency. By ordering two (2) weeks in advance this will ensure delivery of inventory before supplies are depleted.

We will continue to monitor shipping delivery timeframes to determine if future contract requirements are needed to specify more efficient delivery services. If you do not receive your inventory order within two (2) weeks from ordering, contact Kim Gold at (512) 458-7111, Ext. 2215 or by fax (512) 458-7446.

Should you have any questions, please contact Kim Gold at the numbers given above or at [kim.gold@tdh.state.tx.us](mailto:kim.gold@tdh.state.tx.us).